

ANNEX J

RECOVERY

CITY OF HOUSTON

APPROVAL & IMPLEMENTATION

Annex J

Recovery

[REDACTED]
Chief of Police

Date

[REDACTED], Director
Building Services Department

Date

[REDACTED]
Emergency Management Coordinator

Date

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ANNEX J

RECOVERY

I. AUTHORITY

- A. See the City of Houston Basic Plan, Volume I.
- B. Public Law 93-28, Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.
- C. Title 44 (Emergency Management and Assistance), Code of Federal Regulations.

II. PURPOSE

The purpose of this annex is to define the operational concepts, organizational arrangements, responsibilities, and procedures to accomplish the tasks required for the local government and its citizens and businesses to recover from a major emergency or disaster.

III. EXPLANATION OF TERMS

A. Acronyms

BSD	Building Services Department
CFR	Code of Federal Regulations
DDC	Disaster District Committee
DFO	Disaster Field Office
DPS	Texas Department of Public Safety
DRC	Disaster Recovery Center
DSO	Disaster Summary Outline
EMC	Emergency Management Coordinator
FEMA	Federal Emergency Management Agency
GDEM	Governor's Division of Emergency Management
JIC	Joint Information Center
IA	Individual Assistance
NPC	Neighborhood Protection Corps (Houston Police Department)
OEM	Houston's Office of Emergency Management
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PW	Project Worksheet
RLO	GDEM Regional Liaison Officer
SBA	Small Business Administration
SOP	Standard Operating Procedure

B. Definitions

1. Individual Assistance (IA).

Financial or housing assistance provided to citizens or businesses who suffer losses in a disaster. The housing assistance is only for citizens.

2. Public Assistance (PA).

Financial assistance to repair facilities and infrastructure provided to governments, public institutions, and certain private non-profit agencies that provide essential services of a governmental nature.

3. Stafford Act.

The Robert T. Stafford Disaster Relief and Emergency Assistance Act.

4. Primary and Secondary Agents.

The individuals that will be representing the jurisdiction in the grant process.

5. Project Worksheet.

A FEMA document that lists the specifications of an approved PA project.

IV. SITUATION & ASSUMPTIONS

A. Situation

1. As identified in the City's Hazard Identification and Risk Assessment, which is summarized in sections 1.7 – 1.7.3 of the Basic Plan, Volume I, this jurisdiction is at risk from a number of hazards that have the potential for causing extensive property damage. In the event that such damage occurs, planned damage assessment and recovery procedures are essential for returning the community to normal after a major emergency or disaster.
2. The Stafford Act authorizes federal disaster assistance to individuals and to governmental entities in the aftermath of a major emergency or disaster and outlines the types of assistance that may be made available. The majority of federal disaster assistance programs are administered by state agencies.
3. The State of Texas does not have a specific disaster assistance program for individuals and local governments similar to the Stafford Act. Pursuant to provisions of the Texas Disaster Act, state agencies frequently provide assistance to local governments in the aftermath of a disaster.
4. Federal assistance is governed by the Stafford Act and 44 CFR, part 206.

B. Assumptions

1. Adopting and enforcing land use regulations can reduce much of the structural damage which would otherwise result from a disaster.
2. We must be prepared to deal with a major emergency or disaster until outside help arrives.
3. Timely and accurate damage assessment to private and public property forms the basis for requesting state and federal assistance for citizens (IA) and for repairs to infrastructure (PA) and should be a vital concern to local officials following a disaster.

4. State and federal assistance may be requested to assist citizens or government entities. State assistance is typically in the form of operational support such as equipment, manpower, or technical assistance. Federal assistance, if approved, will generally be in the form of financial reimbursement and will require considerable paperwork and take some time to deliver.
5. Volunteer organizations will be available to assist citizens in meeting some basic needs, but they cannot provide all needed assistance.
6. Damage assessment and recovery operations may commence while some emergency response activities are still underway.

V. CONCEPT OF OPERATIONS

A. General

Our disaster recovery program will be conducted in five steps:

1. Pre-Emergency Preparedness. Prior to an emergency, this annex shall be developed and maintained and key recovery staff members identified. These individuals shall obtain training and develop operating procedures for recovery activities. Requirements for personnel to staff damage assessment teams and assist in recovery programs shall be determined and basic training provided.
2. Initial Damage Assessment. An initial damage assessment is required to support our request for state and federal assistance. This assessment will be conducted as soon as possible, often while some emergency response activities are still underway. Local damage assessment teams will carry out the initial assessment under the direction of the Office of Emergency Management (OEM). During this phase, the Mayor may declare a local state of disaster; as such a declaration allows local officials to invoke emergency powers to deal with the disaster and is required to obtain state and federal disaster recovery assistance. Guidance on issuing a local disaster declaration is provided in Annex U, Legal. Section V.B below provides amplifying information on the initial damage assessment process.
3. Requesting Assistance. State and federal disaster assistance must be requested in a letter to the Governor, which must be accompanied by a Disaster Summary Outline (DSO) reporting the results of the initial damage assessment and the local disaster declaration. Based on the information contained in the DSO and other information, the Governor may issue a state disaster declaration for the affected area and may request that the President issue a federal disaster declaration. Refer to Section V.C of this annex for specific procedures on requesting assistance.
4. Short Term Recovery Activities. Prior to a federal disaster or major emergency declaration, state disaster response and recovery assistance, which typically consists of equipment, personnel, and technical assistance, may be deployed as soon as it is requested through the Disaster District Committee (DDC) in the Texas Department of Public Safety (DPS)

Region 2A. During the initial stages of recovery, state agencies and volunteer groups may assist disaster victims with basic needs, such as temporary shelter, food, and clothing. A local donations management program may be activated to receive and distribute donated goods and funds to disaster victims and assign volunteer workers to assist victims and local government. See Annex O, Human Services, and Annex T, Donations Management, regarding these programs.

5. Post-Declaration Recovery Programs. Recovery programs authorized by the Stafford Act and other statutes begin when the President issues a disaster or major emergency declaration, or when other types of disaster declarations are issued. See Section V.D below regarding these programs.

B. Damage Assessment

1. Damage assessment is a continuous process for evaluating conditions and determining the necessary course of action to alleviate emergency or disaster situations. As a result of conducting the damage assessment process, emergency personnel obtain information necessary for determining the severity and magnitude of the disaster situation, prioritizing emergency needs throughout the community, identifying and directing resources, and coordinating the activities of agencies within the City to facilitate recovery. Additionally, the information obtained during the damage assessment process provides a basis to substantiate requests for public and private sector assistance, including but not limited to city, state or presidential disaster declarations. The OEM has added a “Damage Assessment” form to its website, www.houstontx.gov/oem, for the public to report damages to their homes or businesses.

2. Responsibility for Damage Assessment

Public Assistance – Internal Damage Assessment (City facilities and equipment).

The Building Services Department (BSD) is responsible for coordinating and working with City departments to assess the damage to its buildings and equipment. Designated representatives will document physical losses, the impact of the damages on the community and the cost to repair, replace or protect the facilities against further damages. Documentation will be forwarded to the OEM for inclusion in the Disaster Summary Outline (DSO) that the City will submit to GDEM for determining whether the City qualifies for Public Assistance (PA) from FEMA.

Individual Assistance – External Damage Assessment (homes and businesses).

The Houston Police Department – Neighborhood Protection Corps (NPC) is responsible for coordinating and conducting damage assessment for homes and businesses. NPC will visit each individual home and/or business to obtain detailed information on damages to structure, ownership

and if covered by insurance. Documentation will be forwarded to the OEM on the appropriate forms located in the Damage Assessment Plan.

3. Phases of the damage assessment process include:

a. Rapid Assessment – Immediately following an event, first responders (fire, police, public works, etc.) are normally the ones to provide an initial “snapshot” of the geographic area affected. As emergency calls come in and the response phase begins, the general location and the severity of damage becomes known. The focus of the rapid assessment is normally limited to evaluating the following humanitarian and emergency needs/activities:

- Life safety (i.e., search and rescue, injuries and fatalities, mass care, hazardous materials)
- Life lines (i.e., utilities and transportation systems)
- Essential facilities (i.e., medical, emergency communication facilities/services)

b. Aerial Damage Assessment

An aerial damage assessment may be conducted by the Houston Police Department’s Helicopter Division and the information will be forwarded to OEM.

c. Preliminary Damage Assessment – conducted to determine the extent of damage to the community as soon as humanitarian and emergency needs have been identified and access into the area is safe.

The Building Services Department (BSD) personnel will coordinate with all city departments to survey and document all damages to city facilities, equipment and infrastructures.

Neighborhood Protection Corps (NPC) will drive through the areas(s) to identify subdivisions, property addresses and evaluate the percent of loss to structures.

d. The Detailed Site Assessment – includes detailed analysis of the damages to all private sector and public infrastructures. It may take several days or even weeks to complete. FEMA, GDEM and the OEM will also conduct site visits to determine whether the damaged property qualifies for reimbursement.

4. Recording Damage to City (Public) Property

Most disaster events have the potential for causing extensive damages. Adequate procedures for conducting damage assessment are essential for the orderly response and recovery operations to be successful. Information on the extent of damages will have a significant impact on recovery efforts and the delivery of social programs to the areas affected by the disaster event. Recovery programs include federal assistance to

local governments. Damage assessments should be initiated as soon as the immediate danger has passed, and assessments can be made with a reasonable degree of accuracy.

Each department is responsible for assessing the damage to its buildings and equipment and estimating the costs to restore the facilities and equipment to their pre-disaster condition. Costs should be recorded and segregated by damage or work categories.

Emergency repair work may need to be initiated before the assessment process is completed, and all costs associated with clean up and repair activities should be properly recorded. Sample formatted forms for recording personnel, materials, equipment and other costs are included in the Administrative Procedure 4-2. Detailed records are required to support the request for funds. The objective is to track what was done (by category), when it was done and how long (by day), where it was done (by specific job/site location), who was doing it (by name) and what materials (by quantity) and equipment (by hours or mileage) were used.

5. Supporting Documentation

A project folder should be established for disaster recovery operations by work activity. When the Project Worksheet has been completed, each folder should include the supporting documentation listed below:

- Photographs and sketches
- Inspection team reports and documentation
- Contracted work documentation
 - ✓ Request for Bid
 - ✓ Bid Documents
 - ✓ Bid Summary Sheet
 - ✓ Contract
 - ✓ Invoices
 - ✓ Authorization for check issuance
 - ✓ Copies of checks issued for payments
- City Own Forces (City Employees)
 - ✓ Daily Activity Report (DAR) Summary, (such as weekly or biweekly)
 - ✓ Equipment Records
 - ✓ Materials Records
 - ✓ Rental Equipment Records
 - ✓ Request for equipment rates

Additionally, each folder should contain a summary worksheet listing the total claimed cost of the project. Individual cost documents should be retained as backup.

C. Requesting Assistance

Requests for assistance should be forwarded to GDEM within 10 days of the disaster to allow state officials adequate time to prepare the necessary documentation required for a declaration.

1. If the Mayor determines that a disaster is of such severity as to be beyond the local capability to recover and that state or federal assistance is needed for long term recovery, he/she should:
 - a. Prepare a letter to the Governor requesting disaster assistance. Sample letters are included in the *DEM Disaster Recovery Manual*.
 - b. Attach a completed DSO and local disaster declaration. See Annex U, Legal, regarding the preparation of disaster declarations.
 - c. Forward the letter and its attachments to the County Judge.
2. The County Judge should:
 - a. Prepare a letter to the Governor requesting assistance (samples are included in the *Disaster Recovery Manual*) and attach:
 - 1) A consolidated DSO reflecting data from all cities and unincorporated areas that suffered damage.
 - 2) All letters from mayors with their attached DSOs and disaster declarations.
 - b. Forward the foregoing to GDEM. Fax a copy of the package and send the original documents by mail. GDEM's address and fax number are printed on the DSO form.
3. GDEM will review the information submitted, coordinate with the Governor's Office regarding the request, and maintain contact with the County Judge and Mayor as the request is processed.
4. If local damages appear to exceed the state and local capability to recover, GDEM will contact the FEMA regional office and arrange for federal, state, and local personnel to conduct a preliminary damage assessment. If the results of that assessment confirm that the severity of the disaster is beyond state and local capabilities and federal assistance appears warranted, the Governor will forward a request for assistance to the President through FEMA.

D. Post-Declaration Emergency Programs

1. Presidential Disaster Declaration.

When a federal disaster declaration is issued, federal recovery programs are initiated, state and federal recovery staffs are deployed and recovery facilities are established. A Disaster Field Office (DFO) staffed by state and federal personnel will normally be established in the vicinity of the disaster area to administer recovery programs. One or more DRCs staffed

by state and federal agency personnel may be established to assist disaster victims in obtaining assistance; mobile DRCs may also be employed.

a. Individual Assistance.

- 1) The FEMA Teleregistration System is activated so that disaster victims may register by phone for federal disaster assistance.
- 2) Federal, state, and local personnel conduct follow-up damage assessments.
- 3) State and federal Outreach programs for disaster victims are initiated.
- 4) Individual assistance activities for citizens and businesses may continue for months.

b. Public Assistance

- 1) Public assistance is provided to repair or rebuild public facilities affected by a disaster, including buildings, state or local roads and bridges, water supply and sewage treatment, flood control systems, airports, and publicly-owned electric utilities. Public assistance is also available to repair or rebuild schools and public recreation facilities.
- 2) As reconstructing infrastructure may require demolition and site cleanup, design and engineering work, the letting of bids, and a lengthy construction period, public assistance programs typically continue over a period of years.
- 3) Virtually all federal public assistance programs are on a cost share basis. The federal government picks up a large percentage of the costs, but local government must cover the remainder. Hence, it is particularly important to maintain complete and accurate records of local response and recovery expenses.

2. Other Assistance

SBA Disaster Declarations.

If the emergency situation does not meet the criteria for a Presidential disaster declaration, assistance in the form of loans may be available from the SBA. Limited assistance may also be available from several state programs. Information on SBA declarations is provided in the *Disaster Recovery Manual*.

E. Actions by Phases of Emergency Management

1. Mitigation

- a. Develop and enforce adequate building codes.
- b. Develop and enforce adequate land use regulations.

- c. Develop hazard analysis.
 - d. Develop potential mitigation measure to address the hazards identified in the analysis.
- 2. Preparedness
 - a. Assess disaster risk to government facilities from likely hazards and take measures to reduce the vulnerability of facilities.
 - b. Identify damage assessment team members.
 - c. Train personnel in damage assessment techniques.
 - d. Maintain pre-disaster maps, photos, and other documents for damage assessment purposes.
 - e. Identify critical facilities requiring priority repairs if damaged.
 - f. Ensure that key local officials are familiar with jurisdiction's insurance coverage.
 - g. Conduct public education on disaster preparedness.
 - h. Conduct exercises.
- 3. Response
 - a. Gather damage reports.
 - b. Compile damage assessment reports.
 - c. Complete DSO.
 - d. Keep complete records of all expenses.
- 4. Recovery
 - a. Identify unsafe structures and recommend condemnation.
 - b. Monitor restoration activities.
 - c. Review building codes and land use regulations for possible improvements.
 - d. Communicate effectively with disaster victims.
- 5. Prevention
 - a. Applying intelligence and other information to a range of activities including countermeasures as deterrence operations.
 - b. Security operations.
 - c. Investigations to determine the full nature and source of the threat.
 - d. Public health and agricultural surveillance and testing.
 - e. Law enforcement operations aimed at deterring, preempting, interdicting or disrupting illegal activity and apprehending perpetrators.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The City's organization for disaster recovery includes the general emergency structure described in Tab 1 of the Basic Plan, Volume I and the additional recovery positions described in this annex.
2. The Emergency Management Coordinator (EMC) shall coordinate recovery efforts. The EMC will designate an individual to coordinate the Damage Assessment activities.
3. All departments and agencies may be called on to provide staff support for damage assessment and recovery activities.

B. Assignment of Responsibilities

1. Neighborhood Protection Corps (Houston Police Department).
Refer to section V.B.2 of this annex.
2. BSD
Refer to section V.B.2 of this annex.
3. The EMC will:
 - a. Oversee the local disaster recovery program, including pre-disaster planning and post-disaster implementation.
 - b. In the aftermath of a disaster:
 - 1) Review damage assessments and request state and federal disaster assistance if recovery from the disaster requires assistance beyond that which local government can provide.
 - 2) Participate in recovery program briefings and periodic reviews.
 - 3) Monitor and provide general guidance for the operation of the local recovery program when implemented.
 - c. Participate in recovery program briefings, meetings, and work groups.
 - d. Coordinate as needed with state and federal agencies and maintaining required records.
 - e. Ensure training is conducted for damage assessment team members and other individuals with disaster recovery responsibilities.
 - f. Ensure that the in required documents are prepared to request state and federal recovery assistance.

- g. Develop appropriate public information relating to recovery programs, in coordination with the PIO.
 - h. Provide situation updates to the RLO.
4. Health and Human Services Director
- a. Ascertain the number of deaths resulting from the disaster. This information should be reported to OEM.
 - b. Determine the number of injuries and classify according to severity. This information should be reported to OEM.
5. Public Works & Engineering Director
- a. Survey and evaluate damage sustained to streets and bridges, with the highest priority on main arteries and routes to medical facilities.
 - b. Evaluate damage to wastewater and sanitation facilities.
 - c. Ensure that Traffic and Transportation determines the damage to traffic control devices and signs.
 - d. Evaluate the damage to the water distribution system.
 - e. Secure damage estimates to privately owned utility systems from those companies.
6. All City Department Directors
- a. Evaluate extent of damage to City-owned buildings and equipment with the highest priority given to buildings that are critical to public safety and continuity of government.
 - b. Evaluate the cost of repairing and restoring City facilities.
 - c. Provide the approximate costs of restoration in your preliminary damage report to OEM.
7. The lead PIO or designee will:
- Establish a media site, sometimes referred to as a JIC, to ensure that accurate and current information is disseminated to the public.
8. The Finance and Administration Department will:
- a. Administer fiscal aspects of the recovery program.
 - b. Ensure that the financial results of each project are accurate and fully disclosed.
 - c. Monitor the source and application of all funds.
 - d. Ensure that outlays do not exceed approved amounts for each award.
 - e. Maintain information establishing the local cost share.

- f. Ensure that all laws, regulations, and grant requirements are complied with.
 - g. Coordinate between the grant managers (also known as Primary and Secondary Agents) and the accounting staff.
- 9. The Harris Appraisal District will:
Provide estimates of value of damaged and destroyed property to support the damage assessment process.
- 10. The Houston Independent School District will:
 - a. Assess and report damage to its facilities and equipment and the estimated cost of repairs.
 - b. Estimate the effects of the disaster on the school district tax base.
- 11. The City Finance Director will:
 - a. Estimate dollar losses to local government due to disaster.
 - b. Estimate the effects of the disaster on the local tax base and economy.

VII. DIRECTION AND CONTROL

- A. The City Council may establish local rules and regulations for the disaster recovery program and may approve those recovery programs and projects that require approval by the local governing body.
- B. The Mayor may provide general guidance for and oversee the operation of the local disaster recovery program and may authorize those programs and projects that require approval by the chief elected official or chief operating officer of the jurisdiction.
- C. The EMC shall direct day-to-day disaster recovery activities and shall serve as the Damage Assessment Officer or designate an individual to fill that position.
- D. OEM, BSD and NPC will coordinate their efforts in managing this annex.

VIII. READINESS LEVELS

Refer to the Basic Plan, Volume I, section 3.2.2.

IX. ADMINISTRATION & SUPPORT

- A. Reports
 - 1. Disaster Summary Outline (DSO).
Totals from the Detailed Assessment forms and other reports will be compiled and transferred to the DSO. A copy of the DSO is provided in Appendix 1 to this annex and also included in the *Disaster Recovery Manual*.

B. Records

Each department or agency will keep detailed records on disaster related expenses, including:

1. Labor
 - a. Paid (regular and overtime)
 - b. Volunteer
2. Equipment Used
 - a. Owned
 - b. Rented /leased
 - c. Volunteered
3. Materials
 - a. Purchased
 - b. Taken from inventory
 - c. Donated
4. Contracts (see below)
 - a. Services
 - b. Repairs

C. Contracts

1. All contracts relating to the recovery process should monitor. Contracts that will be paid from federal funds must meet the following criteria:
 - a. Meet or exceed Federal and State Procurement Standards and must follow local procurement standards if they exceed the federal and state criteria.
 - b. Be reasonable.
 - c. Contain right to audit and retention of records clauses.
 - d. Contain standards of performance and monitoring provisions.
 - e. Fall within the scope of work of each FEMA project.
 - f. Use line items to identify each FEMA project, for multiple project contracts.
2. The following contract-related documents must be kept:
 - a. Copy of contract
 - b. Copy of PWs
 - c. Copies of requests for bids
 - d. Bid documents
 - e. Bid advertisement
 - f. List of bidders
 - g. Contract let out
 - h. Invoices, cancelled checks, and inspection records

D. Training

1. Individuals assigned primary responsibility for the recovery function shall attend disaster recovery training. A variety of disaster recovery training courses are offered by GDEM and FEMA.
2. Those individuals assigned damage assessment duties should also attend training appropriate to their duties.
3. The OEM is responsible for coordinating appropriate training BSD and NPC personnel.

E. Release of Information

1. Personal information, such as marital status, income, and Social Security numbers gathered during the damage assessment and recovery process is protected by state and federal privacy laws. Due care must be taken by all individuals having access to such information to protect it from inadvertent release.
2. General information, such as the numbers of homes damaged and their general locations, may be provided to private appraisers, insurance adjusters, etc.

X. ANNEX DEVELOPMENT & MAINTENANCE

A. Development

The EMC, in conjunction with BSD and NPC, is responsible for developing and maintaining this annex.

B. Maintenance

This annex will be reviewed annually and updated in accordance with the schedule outlined in section 1.4.4 of the Basic Plan, Volume I.

C. Procedures

Those individuals charged with responsibilities for managing various recovery activities are also responsible for developing standard operating procedures for those activities.

XI. REFERENCES

- A. DEM, *Disaster Recovery Manual* (DEM-62). (Available from GDEM in hard copy and online at the GDEM web site: www.txdps.state.tx.us/dem/documents.htm#recovery).
- B. FEMA, *Public Assistance Applicant Handbook* (FEMA-323).
- C. FEMA, *Debris Management Guide* (FEMA-325).
- D. Current FEMA Policy Letters. (Available online at www.fema.gov/r-n-r/pa/policy.htm)

APPENDICES

1. Appendix 1Disaster Summary Outline
2. Appendix 2Detailed Assessment Forms

Appendix 1 to Annex J

Disaster Summary Outline

Date: _____
Time: _____

GENERAL

Jurisdiction (County\City): _____ Population: _____

Type of Disaster (Flood, Hurricane, Tornado, etc.) _____

If this is a flood event, does the City/County participate in the National Flood Insurance Program (NFIP) ?
Yes/No

Inclusive dates of the disaster : _____

Was a local disaster declaration issued? Yes/ No (Not applicable for Agriculture assistance only)

Contact Person: _____ Title: _____

Address: _____ City: _____ Zip Code: _____

Phone () _____ Fax () _____

Pager () _____ 24-Hour Duty Officer/Sheriff's Office () _____

INDIVIDUAL ASSISTANCE

Casualties: (Contact local area hospitals)

- A. Number of Fatalities _____
- B. Number of Injuries _____
- C. Number Hospitalized _____

Number of homes isolated due to road closure (high water, etc.): _____

Agricultural Losses: (Contact the Farm Service Agency in your county)

Is agricultural assistance needed? Yes/ No If yes, please attach USDA flash situation report.

Residential Losses - Primary Residence Only: (Local Damage Assessment) See guidelines on page 4.

Type of Homes	Destroyed	Major Damage	Minor Damage	Affected	% Covered by Insurance
Single Family Homes					
Mobile Homes					
Multi-Family Units					
Totals					

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Estimated number of persons whose situation will not be satisfied by volunteer organizations (Contact local volunteer organizations) _____

Are shelters opened? Yes/No How many ? _____

Name, location, capacity, and current occupancy of shelters?

Business Losses/Impacts:

	Number	# Covered by Adequate Insurance	Total estimated repair cost
Major Damage(greater than 40%)			\$
Minor Damage (less than 40%)			\$
Totals			\$

How many businesses have ceased operations: _____

How many businesses have experienced economic injury: _____

Estimated number of persons unemployed because of this disaster _____
(Contact affected businesses and the local Texas Workforce Commission Office)

PUBLIC ASSISTANCE

NOTE: All disaster related costs should be separated into the seven damage/work categories listed below:

Category	Subcategory	No. of Sites	Estimated Repair Costs	Anticipated Insurance *
Debris Clearance			\$	\$
Emergency (EMS, Fire, Police)			\$	\$
Road & Bridge	Roads - Paved		\$	\$
	Roads - Unpaved		\$	\$
	Bridges - Destroyed		\$	\$
	Bridges - Closed & Repairable		\$	\$
	Bridges - Damaged & Serviceable		\$	\$
	Culverts - Totally washed away		\$	\$
	Culverts - Damaged & still in place		\$	\$
Water Control Facilities (Dams, levees, dikes)			\$	\$
Buildings & Equipment			\$	\$
Public Utility Systems (Gas, Electric, Sewer, Water)			\$	\$
Other (Recreational Facilities, Airports, etc.)			\$	\$
Totals			\$	\$

* Anticipated insurance is normally calculated by subtracting any deductible, depreciation or uncoverable loss from the estimated repair cost.

Start of Fiscal Year: Month_____

Organization/ Facility	No. of Sites	Estimated Repair Costs	Anticipated Insurance *
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Totals		\$	\$

Once this form is completed, submit pages 1-3 to your local Disaster District Committee, and to:

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RESIDENTIAL LOSS GUIDELINES

Destroyed: Structure is permanently uninhabitable and can not be repaired. Look for the following:

- Structure gone, only foundation remains;
- Major sections of walls missing or collapsed;
- Entire roof gone with noticeable distortion of the walls;
- Structure has shifted off of its foundation;
- More than 4 feet of water, over 12" for mobile homes.

Major: Structure is currently uninhabitable and extensive repair is required to make it habitable. Look for the following:

- Portions of the roof, including decking, missing;
- Twisted, bowed or cracked walls;
- Penetration of structure by trees or cars, etc.;
- 2 to 4 feet of water, 6" to 12" for mobile homes.

Minor: Structure is habitable with minor repairs. Look for the following:

- Many missing shingles, broken windows and doors;
- Siding loose, missing or damaged;
- Minor shifting or settling of foundation;
- Damaged septic systems (flood);
- 6" to 2 feet of water, less than 6" for mobile homes.

Affected: Structure is habitable. Some minor damage may be eligible for assistance. Look for the following:

- A few missing shingles;
- Some broken windows;
- Damage to cars;
- Damage to Air Conditioner Compressor only;
- Less than 6" of water.

Estimating Insurance: The following are general guidelines to estimating insurance coverage.

- Renters are less likely to have insurance.
- Low income residents are less likely to have insurance.
- Homeowners who are still paying off their mortgage will normally have the appropriate type of insurance.
- Residents who are flooded and reside in an area that does not participate in the NFIP or in an area that has been sanctioned for NFIP code enforcement violations will not have flood insurance.
- Residents who are flooded but whose property is not located in the Special Flood Hazard Area (SFHA) will probably not have flood insurance.

Appendix 2 to Annex J
DETAILED SITE ASSESSMENT - HOUSING LOSSES

(1) COUNTY: _____ (4) DAMAGE ASSESSMENT TEAM _____ (7) DATE (S) OF INCIDENT: _____
 (2) CITY: _____ (5) STREET NAME: _____ (8) DATE(S) OF SURVEY: _____
 (3) TYPE OF INCIDENT: _____ (6) KEY MAP _____ (9) PAGE _____ OF _____

REF NO. (10)	NAME ADDRESS PHONE NO. (11)	TYPE OF <u>STRUCTURE</u> Single Family Multi Family Mobile Homes (12)	DAMAGE <u>CATEGORY</u> DESTROYED MAJOR MINOR AFFECTED (13)	WATER LEVEL <u>IN STRUCTURE</u> (IN FEET) (14)	<u>WIND DAMAGE?</u> YES or NO (15)	IS STRUCTURE <u>OCCUPIED</u> YES or NO (16)	<u>STATUS</u> OWN OR RENT (17)	<u>RESIDENCE</u> PRIMARY OR SECONDARY (18)	<u>INSURANCE</u> YES or NO (19)
TOTALS (19)		SF _____ MF _____ MH _____	DESTROYED _____ MAJOR _____ MINOR _____ AFFECTED _____				OWN _____ RENT _____	PRIMARY _____ SECONDARY _____	

- | | |
|---|---|
| County where the home is located | (11) Type of Structure |
| (1) City, if in the corporate limits | (12) Damage Category |
| (2) Type of Incident | (13) Water Level in Structure |
| (3) Identify the team members | (14) Is there any Wind Damage. |
| (4) Date (s) of Incident | (15) Is the structure occupied |
| (5) Date (s) of Survey | (16) Status – Is it rent or own |
| (6) Key Map Number | (17) Resident – Is it Primary or Secondary |
| (7) Page Number | (18) Does it have Insurance |
| (8) Reference Number (for local use, 1, 2, 3, etc.) | (19) Totals of: Type of Structure; Damage Category, |
| (9) Name, address and telephone number of owner | Status: Rent or Own; Primary or Secondary Residence |

FLOODING

- **Single Family/Multi-Family Homes** (All variable – depends on length of time structure was flooded, velocity, clean/dirty flood water, etc.)
 - **Affected 0-6 inches**
 - **Minor 6-18 inches** (Electrical, insulation)
 - **Major 18-48 inches**
 - Over 48 inches – requires further investigation
 - **Destroyed**
- **Mobile Homes** (All variable – will vary due to same variables as above, as well as the age and make of the mobile home)
 - **Affected - Ground level to within 12 inches of bottom board**
 - **Minor – Within 12 inches of bottom board to 3 inches *above* floor level**
 - **Major 3-12 inches *above* floor level**
 - Over 12 inches – requires further investigation
 - Destroyed

A. OVERALL GUIDELINES – FLOOD & OTHER

- **Affected**– If the living unit, porch, carport, garage, etc., was damaged but in the inspector’s judgment the living unit is still habitable, the Affected category should be used.
- **Minor**–Minor damage is when the home is damaged and uninhabitable, but may be made habitable in a short period of time with home repairs. Any one of the following may constitute minor damage:
 1. Can be repaired within 30 days
 2. Has more than \$100 (or more than program minimum) of eligible habitability items and has less than \$10,000 (or less than program maximum) of eligible habitability items under the Disaster Housing Program, *Home Repair Grant*
 3. Has less than 50% damage to structure

- **Major**–Major damage is when the home has sustained structural or significant damages, is uninhabitable and requires extensive repairs. Any one of the following may constitute major damage.
 1. Substantial failures to structural elements of the residence (e.g., walls, floors, foundation)
 2. Damage to the structure that exceeds the Disaster Housing Program *Home Repair Grant* maximum (\$10,000)
 3. General exterior property damage that exceeds the Disaster Housing Program *Home Repair Grant* maximum (e.g., roads and bridges, wells, earth movement, and other imminent danger situations.)
 4. Has more than 50% damage to structure
 5. Damage that will take more than 30 days to repair

- **Destroyed**–Destroyed is used when there is a total loss or damage to such an extent that repairs are not economically feasible. Any one of the following may constitute a status of destroyed: (Should be obvious)
 1. Structure is not economically feasible to repair
 2. Structure is permanently uninhabitable
 3. Complete failures to major components of structure (e.g., foundation, walls, roof)
 4. Unaffected structure that will require demolition as a result of the disaster (e.g., floodplain)

- **Estimating Insurance: The following are general guidelines to estimating insurance coverage.**
 1. Renters are less likely to have insurance
 2. Low income residents are less likely to have insurance
 3. Homeowners who are still paying off their mortgage normally have the appropriate type of insurance
 4. Residents who are flooded and reside in an area that does not participate in the NFIP or in an area that has been sanctioned for NFIP code enforcement violations will not have flood insurance
 5. Residents who are flooded but whose property is not located in the Special Flood Hazard Area (SFHA) will probably not have flood insurance.

DETAILED SITE ASSESSMENT - BUSINESS LOSSES

(1) COUNTY _____ (4) DAMAGE ASSESSMENT TEAM _____ (7) DATE(S) OF INCIDENT: _____

(2) CITY _____ (5) STREET NAME: _____ (8) DATE(S) OF SURVEY: _____

(3) INCIDENT: _____ (6) KEY MAP # _____ (9) PAGE _____ OF _____

REF NO. (10)	NAME OF BUSINESS NAME OF TENANT/OWNER TYPE OF BUSINESS STREET ADDRESS PHONE NO.	DAMAGE CATEGORY Destroyed Major Minor Affected (11)	WATER LEVEL IN STRUCTURE (IN FEET) (12)	DAMAGED INVENTORY (YES OR NO) (13)	DAMAGED FURNITURE OR FIXTURES (YES OR NO) (14)	MACHINERY OR EQUIPMENT (YES or NO) (15)

Instructions for Site Assessment - Business Losses

- (1) County where the business is located
- (2) City, if in the corporate limits
- (3) Note the type of incident
- (4) Identify the team members
- (5) Date(s) of Incident
- (6) Date(s) of survey
- (7) Key Map Number
- (8) Page Number
- (9) Reference number (for local use, 1, 2, 3 etc.)
- (10) Name of business, tenant/owner, street address and phone number and type of business; note that if the business is renting building space, the building owner will need to be contacted to determine the extent of structure damage.
- (11) Damage Category – Destroyed, Major, Minor or Affected
- (12) Was Inventory Damaged? Yes or No
- (13) Was Furniture or Fixture Damaged? Yes or No
- (14) Is there damage to Machinery or Equipment? Yes or No

B. OVERALL GUIDELINES – FLOOD & OTHER

- **Affected**– If the living unit, porch, carport, garage, etc., was damaged but in the inspector’s judgment the living unit is still habitable, the Affected category should be used.
- **Minor**–Minor damage is when the home is damaged and uninhabitable, but may be made habitable in a short period of time with home repairs. Any one of the following may constitute minor damage:
 4. Can be repaired within 30 days
 5. Has more than \$100 (or more than program minimum) of eligible habitability items and has less than \$10,000 (or less than program maximum) of eligible habitability items under the Disaster Housing Program, *Home Repair Grant*
 6. Has less than 50% damage to structure
- **Major**–Major damage is when the home has sustained structural or significant damages, is uninhabitable and requires extensive repairs. Any one of the following may constitute major damage.
 6. Substantial failures to structural elements of the residence (e.g., walls, floors, foundation)
 7. Damage to the structure that exceeds the Disaster Housing Program *Home Repair Grant* maximum (\$10,000)
 8. General exterior property damage that exceeds the Disaster Housing Program *Home Repair Grant* maximum (e.g., roads and bridges, wells, earth movement, and other imminent danger situations.)
 9. Has more than 50% damage to structure
 10. Damage that will take more than 30 days to repair

- **Destroyed**—Destroyed is used when there is a total loss or damage to such an extent that repairs are not economically feasible. Any one of the following may constitute a status of destroyed: (Should be obvious)
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 7. Complete failures to major components of structure (e.g., foundation, walls, roof)
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